South Plains College
"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"
ENGL 0301: Basic Developmental English
SPRING 2025
Syllabus and Class Policies

Departments: English and Philosophy

Instructor's Contact Information:

Instructor: Dr. Jamie Wormsbaker

Office Location: Lubbock Downtown Center Office # 2028

Office Phone: 806-716-2481

Office Hours—Spring 2025

Monday	Tuesday	Wednesday	Thursday	Friday
11:00am -1:00pm	10:00am - 11:00am	11:00am -1:00pm	10:00am - 11:00am	9:00-11:00 am AND By Appointment

Email: This is the best way to reach me: jwormsbaker@southplainscollege.edu
- I try to answer emails within 24 hours Monday-Thursday and Friday morning.
- Required for emails: Type your name, course, and subject in the subject box of your email to me (example: *Jane Doe – Corequisite - Question about Week 2*).

Word of Welcome
WELCOME to your English course! The fact that you are signed up for this college class suggests that you are motivated and capable. I will hold high expectations for each of you, but I will also offer you any help you might need along the way. I want each of you to succeed and feel good about what you have produced in this class. Let's work together to make this class an extraordinary opportunity for you to grow as readers and writers. You can expect a rigorous (but fun) class this semester.

INRW 0300 Course Description: INRW 0300 serves as a developmental course for students who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon successful completion of this course, students will:
1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

TSIA Compliance:
*   Students must take READ 0301/EDUC1100 (reading skills) concurrently with ENGL 0301 (writing skills) unless they have demonstrated college-level reading skills through some other method.
*   Students must earn a C or better in ENGL 0301 to be eligible to move to the next level-- INRW 0300 + ENGL 1301 Corequisite Courses.
*   Students may choose to retest on the TSIA2 ELAR/Essay tests at any time. If they pass them, they should inform their ENGL 0301 and READ 0301 instructors immediately. They may register for stand-alone ENGL 1301 during the next available semester.

Diagnostic Writing: Students will complete a diagnostic essay on **the first day of class**, which will be used in conjunction with the Nelson-Denny reading test administered in READ 0301 to ensure that students are accurately placed in courses matching their writing and reading skill levels.

TSIA Writing, Essay, and Reading Tests
1. You may sign up to take the TSI writing, essay, and/or reading tests any time they are offered during the semester if you feel you are ready.
2. If you have taken the TSI Writing Test at least once, then you may retake the essay portion only or the multiple choice part by itself.
3. If you attend class each day and pass the writing and/or reading sections of the TSI test during the semester, then show your scores to me, and you will then receive the final grade of A, B, or C. You do not need to drop the course, but you are no longer required to attend the course.

4. Visit the South Plains College Testing Center website to find out dates when the TSIA test is offered and to register online:
http://www.registerblast.com/levelland/Exam/Index?Group=1409

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric may be used to determine the extent of improvement that the students have gained during the semester.

Course Evaluation: You will read and write a variety of types of texts this semester. You will not be graded on all of the following assignments. These are here to give you an idea of ways your progress/learning may be assessed this semester. Because the class will be based on your skill level, the instructor will assess weekly choosing from the following types of assignments, based on student abilities and needs:

Formal Writing (Higher Stakes) Assignments: examples of assignments :

- *Rough Drafts or Rough Draft Essay Exams*
- *In-class Essay Exams*
- *Narration/Description Paragraph or Essay*
- *Process Analysis Paragraph or Essay*
- *Cause and/or Effect Paragraph or Essay*
- *Comparison and/or Contrast Paragraph or Essay*
- *Definition Paragraph or Essay*
- *Division-Classification Paragraph or Essay*
- *Argument Essay*
- *Revision of an essay = may be counted as one essay*
- *Daily Journal Entries = may be counted as one essay*
- *Resume and Cover Letter*
- *Final Exam Essay*

Quizzes/Practice or Daily Work (Lower Stakes) Assignments : examples of assignments:

- *Pre-Tests and Post-Tests to check understanding and progress*
- *Grammar lessons/practice/quizzes*
- *Paragraph/essay invention work and outline*
- *Group projects*
- *Reading skill-building activities*
- *Reading Quizzes*
- *In-class daily work/group activities*

Grade Breakdown:

Attendance (2 Excused Absences)	5%
Low Stakes Writing: Practice and Summary Paragraphs and Draft Writing (Brainstorms, Outlines, etc.)	25%
High Stakes Writing: Assessments: Formal, Polished Pieces; Final Drafts	30%
Active Reading/Annotating Assignments	20%
Grammar Lessons/Quizzes	20%
Total	100%

Structure of the semester:
We will work in a rhythm of reading and writing to better help you understand nonfiction text structures in all the reading you do as well as to help you to write in the required text structures. To that end, each writing module will begin with:

- An introduction to a text structure (text structures include but may not be limited to Description, Process/Sequence, Compare/Contrast, Cause/Effect, and Problem or Solution/Argument).
- After an introduction to the structure, we will read and annotate samples of that structure in real world writing
- This reading will prepare you to write an outline and draft of a paragraph using the structure you just learned.
- After writing a draft of a paragraph, you will then be more prepared to write a formal paragraph, which will serve as your assessment/progress indicator.
- Interspersed with our writing instruction will be reading that we do to bolster both our reading and writing skills.

Required Materials

YOU DO NOT HAVE TO PURCHASE A TEXTBOOK FOR THIS COURSE. ALL READING MATERIALS WILL BE PROVIDED TO YOU THROUGH BLACKBOARD!

Other Materials:
- Folder/Binder for any printed materials
- Pens/Pencils
- Paper/Spiral Notebook
- Highlighters, colored pens/pencils (assorted colors for marking text)

Required Computer and Internet Access: We will do as much required computer work during class time as possible. However, there will be some homework assignments which will require you to access Blackboard

- Blackboard is designed to work best with **Mozilla Firefox or Google Chrome** browsers, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time**. Find your alternate resources **now;** do not wait until you suddenly need them! You can find computers and/or Wi-Fi in the following places:
  - SPC Reese Campus Student Computer Lab (806-716-4666)
  - SPC Levelland Campus Student Computer Lab (806-716-2179)
  - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
  - your local city library
  - restaurants or cafes with free Wi-Fi
  - neighbors or friends (line up at least three)

Computer Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:
1. **Get Help by Email:** blackboard@southplainscollege.edu
   - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
   - The **blackboard@southplainscollege.edu** account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
   - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the **Help** link listed under the Course Tools menu.

Required Computer Software:
1. *Internet Browser: Blackboard Learn* is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. Google Documents: You are required to have a Gmail account in order to use Google Docs to create papers for this course. We will be using Google Docs as a way to track your essay document history if AI Usage is a concern.
3. Microsoft Office: As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device. Once a document

has been created via Google Docs, we will download the document as a Microsoft Word document in order to submit the writing to Turnitin.

    a. To access Office 365 for free as an SPC student, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.

    b. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.

4. *Adobe Reader:* Available to download **FREE** from this website: http://www.adobe.com/products/reader.html

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC and click the **Unread Messages: South Plains College O365** link at the bottom of the page.
- You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
- Check with the SPC Help Desk for assistance: 806-716-2600.

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Course Details

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TURNITIN (where you submit papers in our Blackboard course):

- TURNITIN is where papers are submitted and graded inside our Blackboard course.
- TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.
- Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.
- Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

Course Organization in Blackboard: Click on **the current Learning Module. Within that module, you will find Weekly Assignments** in Blackboard, then . . .

- Click on the current module/unit of study. Then, click on the current week's assignment folder within that writing unit.

- Check out that week's overview and digital materials—this is to help you know the basics of what we covered if you must miss a class for any reason.
- Discussions and Attendance are an important part of this course. At times, a grade will be given for participation during a class discussion.
- **All assignments given in class are due before our class next meets each day unless otherwise noted on the schedule.**
- Due dates will be posted inside each weekly folder.   Major assignment due dates will be posted on the schedule, found on the syllabus and schedule tab in Blackboard

Attendance and Late Turn-In Policy:
In ENGL 0300, face-to-face courses, students are required to attend every class. Students are considered absent if they miss 30 minutes of a class or more. Students are considered late if they arrive 6 or more minutes late, so if a student shows up to a 9:30 class at 9:36 am or later, they will be considered late. For every 2 late classes, a student will be given an absence. Students must attend 90% of this course to receive credit, so a student is only allowed 2 excused absences, no questions asked. *I may drop the student from both courses with an "X" if a student has more than two absences*. An important part of college courses is also submitting your work in a timely and professional manner. To that end:

- If you accumulate **ten** zeros and/or do not submit assignments for three weeks in a row, you will be dropped from the course.
- Assignments should not be submitted late for any reason. However, if you need to submit an assignment late, you may do so with a penalty of **10 late points** deducted per day late. When the assignment is **5 days late**, after the initial due date, **you may no longer submit the assignment.**

WITHDRAWAL POLICY: The last day to withdraw/drop with a grade of "W" is Monday, December 15th. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php.

COVID-19: For information and resources about COVID-19, please visit https://www.southplainscollege.edu/emergency/covid19-faq.php.
For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

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English Department Plagiarism and Cheating Policy:

<u>There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.</u>

Plagiarism violations include, but are not limited to, the following:

- Using Artificial Intelligence websites or apps to generate and/or revise all or part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
- Submitting an assignment for this course that you also submitted to another course without my express approval;
- Missing in-text citations and/or missing works cited entries.

Cheating violations include, but are not limited to, the following:

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper

Procedure for AI Usage on Papers and Assignments:

FIRST OCCURRENCE: In-person meeting with instructor where you will be asked to prove your writing and revision process.

- Opportunity to redo the assignment for partial credit if submitted by an agreed-upon deadline (with a 20-point deduction).
- Further confirmed AI usage in the course may result in the student being dropped from the course with an F for plagiarism. An Academic Dishonesty Report may be filed with the Dean of Students if circumstances warrant.
- The student should avoid using Grammarly, Quillbot, and other AI sources for writing or revision
- Instead, the student should seek regular free tutoring help from the SPC Writing Center and via Tutor.com in Blackboard

SECOND OCCURRENCE:

1. Zero for the assignment

2. Advise Early Alert to inform the student.

3. No opportunity to redo the assignment will be offered. The zero stands.

THIRD OCCURRENCE:

1. Zero for the assignment

2. If circumstances warrant, an Academic Dishonesty Report.

3. Administrative Drop Report for the student with Plagiarism as the reason. An X or F may be assigned at the instructor's discretion.

Please see the following syllabus statements common to South Plains College:
https://www.southplainscollege.edu/syllabusstatements/

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither the instructor nor students should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**.** Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must

provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy: In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.